

MANSFIELD TOWNSHIP COMMITTEE MEETING

December 11, 2019

This is a regular meeting of the Mansfield Township Committee. The notice requirements of the law have been satisfied for this meeting by notice to the Star Gazette and Express Times of the time, date and location thereof. Notice was also posted on the announcement board located in the Municipal Building.

Roll Call: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Salute to the flag was done by all.

PRESENTATION

Warren County Community College

Dr. Phil Linfante, Board Chair, stated there are 18 community colleges in New Jersey. WCCC has the highest graduation rate of all 18 community colleges and also has dual enrollment with all Warren County high schools. Text books are \$135 for all the educational materials for an entire year. Mid States accreditation evaluated the programs and the college received no recommendations which is unprecedented. WCCC creates new programs all the time, one of which is drone technology.

Chuck Haytaian, retired assemblyman, spoke on behalf of the WCCC. January 28, 1976, he initiated the resolution to create the college with a second by Chris Meyer. The initial wish was for a college without walls by renting space or combining with other community colleges. Over 20,000 people have attended the college. WCCC has one of the best nursing programs in the State. The drone program is one of the up and coming programs. He asked the Committee to recommend the college to the residents.

CERTIFICATES OF APPRECIATION

Maintenance & Monitoring of Bluebird Houses

Mr. Misertino, on behalf of the Environmental Commission, announced the presentation of certificates to Junior Volunteers for maintaining and monitoring the bluebird boxes in Cafferta Park. Mrs. Mora Dillon read each participant's name and thanked them for their contribution.

APPROVAL OF THE MINUTES

Mr. Hayes made a motion to approve the Regular Session Minutes for November 26, 2019, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: None
Abstain: Mr. Misertino

Mr. Hayes made a motion to approve the Executive Session Minutes for November 26, 2019, which was seconded by Mr. Farino.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mayor Watters
Nays: None
Absent: None
Abstain: Mr. Misertino

BILL LIST

Mrs. Mora Dillon made a motion to approve the November 23, 2019 Bill List, which was seconded by Mr. Hayes.

Ayes: Mr. Hayes, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters
Nays: None
Absent: Mr. Farino
Abstain: None

CLERK'S REPORT

Ms. Hrebenak had nothing to report.

FINANCE REPORT

Mrs. Mollineaux stated that the only item she had to report was in Executive Session, other than that she had nothing to report.

EMPLOYEES' REPORTS

Finance – Mrs. Fascenelli had nothing to report.

DPW – Mr. Snyder reported:

- Snow removal this morning at 1 am.
- The Mason Dump truck is in.
- Pothole patching will begin tomorrow.
- All equipment is up and running except for Truck #7 for a starter problem.

Police – Chief Reilly had nothing to report.

ENGINEER'S REPORT

Mr. Kastrud reported:

- Everything is status quo.
- Visit the District 3 Office of NJDOT tomorrow for the final 25% payment vouchers for Watters and Heiser Roads and also the two resolutions that will be acted on tonight for the Snyder and Janes Chapel Road Grants.
- Mayor Watters stated he spoke with Mr. Kastrud and Mrs. Mollineaux regarding the two grants for the roads to make sure enough money is budgeted.

PUBLIC PORTION

Mayor Watters opened the floor for public comment; seeing none the public portion was closed.

RESOLUTIONS

RESOLUTION # 2019 –166

TOWNSHIP OF MANSFIELD

WARREN COUNTY, STATE OF NEW JERSEY

AUTHORIZING CANCELLATION OF 2018 PROPERTY TAXES

WHEREAS, there exists outstanding taxes on Block 2613 Lot 1.02 and Block 2614 Lot 9 for the calendar year 2018; and

WHEREAS, Block 2613 Lot 1.02 and Block 2614 Lot 9 are listed on the 2018 tax sale; and

WHEREAS, the owner of both properties has expressed interest in donating both parcels to the township at no cost; and

WHEREAS, an initial step towards accepting ownership of these two lots is to cancel the outstanding property taxes for 2018;

WHEREAS, the Township Committee of the Township of Mansfield, Warren County, made a motion to authorize the Municipal Tax Collector to cancel the 2018 property taxes on Block 2613 Lot 1.02 and Block 2614 Lot 9 and remove both properties from the 2018 tax sale list at the regular meeting held on November 26, 2019.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Mansfield, Warren County, reaffirm the motion that was made and approved on November 26, 2019.

RESOLUTION NO. 2019- 167

TOWNSHIP OF MANSFIELD WARREN COUNTY, NEW JERSEY

*Resolution of the Township of Mansfield, County of Warren and State of New Jersey,
Authorizing a Professional Service Contract for Payroll Accounting Services*

WHEREAS, the Local Public Contracts law (N.J.S.A. 40A:11-1, et. seq) requires that the Resolution authorizing the award of contracts for Professional Services with competitive bids and the contract itself must be awarded for public inspection; and

WHEREAS, the term of this contract is a two-year contract with a one-year extension clause; the commencement date will be from January 1, 2020 through December 31, 2021;

WHEREAS, if either party does not terminate this contract in writing ninety days prior to the termination date, then this contract will renew for an additional one (1) year term, ending on **December 31, 2022**;

WHEREAS, Action Data Services will provide payroll accounting services as sought by the Township of Mansfield at the annual compensation not to exceed their proposal dated October 18, 2019 on file in the Finance Office; and

WHEREAS, the Chief Financial Officer has certified as to the availability of funds pursuant to N.J.A.C. 5:30-5.4;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Township Committee of the Township of Mansfield, County of Warren, State of New Jersey authorizes the Mayor and Municipal Clerk to enter into a contract with Action Data Services as described herein to the satisfaction of the Mayor and Committee; and

BE IT FURTHER RESOLVED, that the contract, resolution and other pertinent documents shall remain on file in the Finance Office; and

BE IT FURTHER RESOLVED that a notice of this action shall be printed once in the Township's legal newspaper.

**TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY
RESOLUTION # 2019-168**

TITLE: INSERTION OF SPECIAL ITEM OF REVENUE PURSUANT TO N.J.S.A. 40A:4-87, CHAPTER 159

WHEREAS, N.J.S.A. 40A4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of any item of appropriation for an equal amount; and

WHEREAS, the Township of Mansfield will receive \$ 975.00 from the NJ Department of Health,

Communicable Disease Services (Hepatitis B Grant) and wishes to amend its 2019 Budget to include this amount as revenue.

SECTION 1,

NOW, THEREFORE BE IT RESOLVED that the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2019 in the sum of \$ 975.00 which will be available as a revenue from:

Miscellaneous Revenues –

Revenue Offset with Appropriations – NJ Department of Health, Communicable Disease Service (Hepatitis B Grant)

Total with increase to be \$ 975.00

SECTION 2,

BE IT FURTHER RESOLVED that a like sum of \$ 975.00 be and the same is hereby appropriated under the caption of:

General Appropriations –

Public & Private Programs Offset by Revenues – NJ Department of Health, Communicable Disease Service (Hepatitis B Grant)

State / Federal Share \$ 975.00

Non State Share \$

Total with increase to be \$ 975.00

BE IT FURTHER RESOLVED that two certified copies of this resolution with a copy of the appropriate documentation be forwarded to the Division of Local Government Services.

RESOLUTION # 2019-169

A RESOLUTION TO PROVIDE FOR AND DETERMINE THE HOURLY WAGE FOR A TOWNSHIP EMPLOYEE

BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey as follows:

The hourly wage for the following Township employee:

Part-Time Laborer/Snow Plow Driver (with CDL for Snow Plow only)	William J. Lovett	\$ 25.00 Per Hour
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Resolution Supporting the 2019 *Drive Sober or Get Pulled* *Year End Holiday Crackdown*

Whereas, impaired drivers on our nation's roads kill someone every 48 minutes, 30 people per day; and

Whereas, in 2017, alcohol impaired fatalities accounted for 29% of traffic fatalities in New Jersey; and

Whereas, an enforcement crackdown is planned to combat impaired driving; and

Whereas, the Holiday seasons in particular are traditionally times of social gatherings which include alcohol; and

Whereas, the State of New Jersey, Division of Highway Traffic Safety, has asked law enforcement agencies throughout the state to participate in the 2019 *Drive Sober or Get Pulled End Holiday Crackdown*; and

Whereas, the project will involve increased impaired driving enforcement from December 6, 2019 through January 1, 2020; and

Whereas, an increase in impaired driving enforcement and a reduction in impaired driving will save lives on our roadways;

Therefore, be it resolved that the Township of Mansfield declares its support for the 2019 *Drive Sober or Get Pulled End Holiday Crackdown* from December 6, 2019 through January 1, 2020 and pledges to increase awareness of the dangers of drinking and driving.

TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY
RESOLUTION # 2019 -171

TITLE: INSERTION OF SPECIAL ITEM OF REVENUE PURSUANT TO N.J.S.A. 40A:4-87, CHAPTER 159

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of any item of appropriation for an equal amount; and

WHEREAS, the Township of Mansfield will receive \$ 5,500.00 for a Drive Sober or Get Pulled Over Grant and wishes to amend its 2019 budget to include a portion of this amount as a revenue

NOW, THERE, BE IT RESOLVED that the Township of Mansfield hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2019 in the sum of \$ 5,500.00 that is now available as revenue from:

Miscellaneous Revenues
Special Items of General Revenue Anticipated with Prior Written Consent
Of the Director of Local Government Services:
Public and Private Revenues Offset with Appropriations:
Drive Sober or Get Pulled Over Grant

BE IT FURTHER RESOLVED, that a like sum of \$ 5,500.00 be and the same is hereby appropriated under the caption of:

General Appropriations
Operations – Excluded from caps Public and Private Programs
Offset by Revenues:
Drive Sober or Get Pulled Over Grant

BE IT FURTHER RESOLVED, that the Municipal Clerk forward two copies of this resolution to the Director of Local Government Services.

RESOLUTION 2019-172

RESOLUTION TO RESCIND APPROVAL OF PLENARY RETAIL CONSUMPTION LICENSE FOR 2019-2020 IN THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY

WHEREAS, Resolution 2019-107 was passed on June 26, 2019 authorizing renewal of Plenary Retail Consumption License #2116-33-006-007, Bhavind Kartik, LLC; and

WHEREAS, at the time of renewal of the above listed license the applicant attested that the license was active; and

WHEREAS, at this time it has been determined that the license is inactive and, therefore, requires a Special Ruling from the State of NJ, Division of A.B.C.

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, that the following Plenary Retail Consumption License in the Township of Mansfield, is hereby rescinded for the 2019-2020 licensing year.

2116-33-006-007 Bhavind Kartik, LLC

**RESOLUTION 2019 –173
TOWNSHIP OF MANSFIELD**

WARREN COUNTY, STATE OF NEW JERSEY

WHEREAS, the Governing Body of the Township of Mansfield finds and declares that N.J.S.A. 40A:5-17-1 empowers authorized municipal employees to process the cancellation of tax refunds and or delinquencies of less than ten (\$10.00) Dollars, and

WHEREAS, the Governing Body further finds and declares that the Municipal Tax Collector is qualified to process the cancellation of tax refunds and/or delinquencies of less than Ten (\$10.00) Dollars, and

WHEREAS, the Governing Body further finds and declares that it is in the best interest of the citizens of the Township of Mansfield for the Municipal Tax Collector to be authorized to process the cancellation of tax refunds and/or delinquencies of less than Ten (\$10.00) Dollars in accordance with N.J.S.A. 40A:5-17-1;

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Township of Mansfield that the Municipal Tax Collector is hereby authorized to process the cancellation of tax refunds or delinquencies of less than Ten (\$10.00) Dollars during the calendar year of 2019 in accordance with N.J.S.A. 40A:5-17-1.

TOWNSHIP OF MANSFIELD
Resolution No. 2019-174

Resolution: Approval to submit a grant application and execute a grant contract with the New Jersey Department of Transportation for the Janes Chapel Road Improvements project.

NOW, THEREFORE, BE IT RESOLVED the Committee of Mansfield formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as MA2020-Janes Chapel Road Improvement-00699 to the New Jersey Department of Transportation on behalf of the Township of Mansfield.

BE IT FURETHER RESOLVED that the Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of the Township of Mansfield and that their signatures constitute acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

RESOLUTION # 2019 –175
REFUND OF LAND USE BOARD ESCROW
USE VARIANCE (TEMPORARY HOUSING)

TOWNSHIP OF MANSFIELD
WARREN COUNTY, STATE OF NEW JERSEY

WHEREAS, Joseph Callari issued a check for \$ 2,500.00 dated 5/9/18 for a use variance (temporary housing) escrow with the Township of Mansfield, County of Warren,

WHEREAS, there remains a balance of \$ 2,020.00 in the escrow account,

WHEREAS, the Township Engineer has determined that the escrow balance can be refunded,

NOW, THEREFORE BE IT RESOLVED, that the Township Finance Office be authorized to refund the amount of \$ 2,020.00 to Joseph Callari.

Mr. Hayes made a motion to approve Resolutions 2019-166-175, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Nays: None

Absent: None

Abstain: None

DISCUSSION Tree Smith's Tree Trimming – Parking & Chip Location

Mayor Watters stated:

- Tree Smith's Tree Trimming will be working for JCP&L after the first of the year.
- They are looking for a place to dump wood chips and also park their equipment.
- Discussion took place about parking their trucks in Cafferta Park.
- Per Mr. Snyder, there already is a huge pile of chips at the Park, so the Township has enough.

Toys for Tots Operation Toy Train

Mr. Hayes reported:

- Toys for Tots Operation Toy Train came to the Port Murray Train Station on Saturday with Santa and two Marines.
- There were two box cars, a locomotive, and two passenger cars.
- Mayberry's and the Police Department participated with boxes of unwrapped toys.
- Even without advertising, it was a good turnout with approximately 75 people who came with toys. Township collection donated approx. 3000 toys.
- Train stopped in Dover, Port Murray, Washington, Stewartsville and Phillipsburg.
- Mr. Hayes has the liaisons contact information so we can promote it better next year and hopefully can get a bigger turnout.

EXECUTIVE SESSION Personnel

Mr. Hayes made a motion to move into Executive Session at 8:08 pm, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters
Nays: None
Absent: None
Abstain: None

Return from Executive Session at 8:27 pm

Roll Call: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mayor Watters

Ms. Campbell stated Executive Session lasted for 20 minutes where two (2) personnel matters were discussed. The minutes from the Executive Session will be available at such time that the need for confidentiality no longer exists.

COMMITTEE REPORTS

Committee Volunteer Responses – Mayor Watters asked Ms. Hrebenak if the responses from all the different committees have been returned. Ms. Hrebenak stated all are in.

RFPs – Mayor Watters asked if all RFPs have been received. Ms. Hrebenak stated RFPs came in yesterday with the exception of Environmental.

Mt. Bethel Church – Mayor Watters stated that Mr. Margulies and Mr. Petteruti had a meeting for the church. Will begin the bid for Phase III, but won't start work until April 1, 2020. Mayor Watters asked if confirmation was received that the \$120,000 grant has been granted.

Ms. Hrebenak stated that the State has not contacted us yet.

Mason Dump – Mayor Watters looked at the new mason dump and was impressed with it.

Snow Plow Routes – Mayor Watters stated that Mr. Farino created the snow plow routes. Most of the snow fence is up with the exception of Allen Road/Donaldson's due to ground moisture.

Pheasant Farm – Mr. Hayes reached out to Dave Golden, Director of Fish and Game, regarding the status. He said they have received no submissions for the property or facilities with the exception of the Township's interest in the barn. In 2020 they will remove the pens and some of the older buildings. Mayor Watters spoke with Keri Pflugh's office who said the committee only meets four (4) times a year and, without a quorum, are unable to vote, so it could take a year. Mr. Hayes will email them tomorrow.

Holiday Closings – Mrs. Mora Dillon stated the Township Municipal Building hours need to be voted on for December 24th and 31st.

Mr. Hayes made a motion to close the Municipal building on Christmas Eve and New Years Eve

at 1pm, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Nays: None

Absent: None

Abstain: None

EOP Plan (Emergency Operations Plan) – Mayor Watters stated an EOP Plan is needed. Charlie Smith is working on it and has all the information needed. Ms. Hrebenak will confirm tomorrow and let the Committee know.

Mr. Hayes made a motion to adjourn at 8:30 pm, which was seconded by Mrs. Mora Dillon.